

Human Services Commission
Regular Meeting
Thursday, January 23, 2003
5:00 P.M.
Civic Center Senior Center
7375 E. 2nd Street
Scottsdale, AZ 85251

Present: Chairwoman Fausel, Vice-chair Bachmann, Commissioners Brigita Bilsens, John Bitenc, Alik Coudroglou and Seymour Resnick

Absent: Commissioner Jim Broshar

Staff Present: Connie James, Mark Bethel, Donna Brower, Diane Kallal, Valerie Kime Trujillo, John Larrivee, Sharon Light-Stephenson, Paul Ludwick, Jack Miller and Mary Kay Rieke.

CALL TO ORDER

Chairwoman Fausel called the meeting to order at 5:02 pm.

APPROVAL OF MINUTES – January 9, 2003 Regular Meeting

Commissioner Resnick moved to approve the minutes of the January 9, 2003 Regular meeting as read. Vice-chair Bachmann seconded and the motion carried unanimously.

CDBG, HOME, SCOTTDALE CARES, ENDOWMENT AND GENERAL FUND ORIENTATION REVIEW

Next month, the Commission will hold public hearings and make funding recommendations for the upcoming year for CDBG, HOME, Scottsdale Cares, Endowment and General Funds. Mark Bethel, Community Assistance Manager, Diane Kallal, Senior Grants Program Specialist, and John Larrivee, Human Services Planner presented an overview of the process, the proposals, the dates and times of public presentations, and reviewed the questions on the evaluation sheets, which will be shared with the applicants.

Commissioner Bitenc asked if \$53.50 per bed night is what is paid to CASS and Mark Bethel said yes.

Commissioner Bitenc asked for clarification on the dates of the Human Services Commission Meetings for the month of February. Connie James, HS Director, handed out a calendar for Commissioners to highlight the dates and times for the hearing meetings and the regular meeting.

Commissioner Bitenc asked if All Star Kids Tutoring was a 501c3. Ms. James explained that that question was on the blue sheets for the agency to answer at the presentation.

As Assistance for Independent Living has indicated they will not take less than the \$7,500 they have requested, Commissioner Bilsens asked what is the strategy in the agency stating that. Ms. James indicated that the agency has not been funded in the past that they indicated in their application that they are “due” and therefore, will not take anything less. Chairwoman Fausel asked if asking the agency if they would take less funding, based on the current economical times, is an appropriate question. Mr. Bethel said that anything on the blue sheets could be discussed. He added that it is in the best interests of the applicants and the commissions to

obtain clear answers. If the commission is not satisfied with all the answers on the blue sheets, by all means, ask more questions.

Chairwoman Fausel asked about the Boys & Girls Club, and the question regarding how many residents from the Salt-River Pima-Maricopa Indian Community would be part of the program – would an appropriate question be to ask how many of the Salt-River Pima-Maricopa Indian residents attend Mesa schools? Mr. Bethel said yes.

Commissioner Bitenc asked if we have ever funded Girls Ranch. Mr. Bethel said, No, they have applied but not funded.

Chairwoman Fausel asked if Health World of Scottsdale is a separate entity from Scottsdale Healthcare. Ms. James that the agency has no connection with Scottsdale Healthcare, although Scottsdale Healthcare utilizes their program.

Commissioner Bitenc asked about Recording for the Blind and Dyslexic and the blue sheet saying they did not submit an audited financial statement; he indicated that the statement was indeed in the application. Ms. Kallal apologized, saying that was her mistake, they included an audited financial statement, but not an audited report or letters of commitment from the schools.

Mark Bethel reviewed the new scoring sheet and asked if the Commission still wished to use them and if so, that an individual scoring sheet will be created for each agency.

Commissioner Bitenc asked if staff would also be scoring the agencies. Mr. Bethel said that staff would do their recommendations of funding based on the scoring from commission. Commissioner Bitenc indicated that the scoring sheet has five criteria, most of which have multiple points; did staff determine that the five criteria have equal weight? Mr. Bethel said they did, based upon the CDBG proposals, the criteria are a priority in our consolidated plan, and the other questions with multiple points are equal. Commissioner Bitenc referred to the first question and how it refers to the Human Services 5-year plan – do we need to bring it to the hearings? Mr. Bethel said that they don't have to bring it, but it would be good to be aware of the information. Commissioner Bitenc asked for a summary document of the 5-year plan. Mr. Bethel said he would provide that, and that the document he handed out was a summary document for the consolidated plan. These are the priority activities from HUD on how we would allocate funds.

Commissioner Bilsens asked about the "High priority goal" asking if "high" is 20 and if not, a zero? Mr. Bethel said yes, because if the goal is not an identified need or activity in the consolidated plan, we cannot fund it through HUD. So, if the goal is not an identified need or activity it will receive a score of zero. However, if the goal of the agency highly or moderately fulfills an identified need or activity then the score would be 20 or 10.

Commissioner Bilsens indicated that the time needed to think through and fairly score each presentation may take longer than the presentations allow – is there a way to streamline this as the presentations occur. Mr. Bethel said, yes - to save time – commissioners can also write notes on the sheet. He also said that staff would attempt to streamline the process further.

Commissioner Bilsens was concerned about her ability to appropriately score some of the agencies, given that she may not have the information or education to make a fair judgment, based on the questions being asked of the agencies. For example, appropriate housing size as

a criterion or if the agency has the right budget or not. Mr. Bethel said that that scoring space can be left for staff to fill in, but it is important to get feedback from the commission relative to the program budget. He added that staff would have to be involved in the scoring also.

Commissioner Bitenc asked if staff will do summary documents for the first and second questions and will fill in the fourth question. Mr. Bethel said yes.

Commissioner Bilsens said that, looking at the viability of other funding sources, that we might not know that, and yes, we need to read and prepare, but we can't make that decision between each presentation. Mr. Bethel said that the answer is required in the application, so it may not be necessary to leave on the scoring sheet.

Commissioner Bilsens asked what was the role of the commission in this process, what is it that staff wants from the commission. Ms. James said it is important that the commission be comfortable with the agency. Staff receives the applications, thoroughly reviews them and then come up with questions. In reviewing the books and hearing the presentations, commission may think of questions that staff doesn't, or may read or hear something that doesn't make sense to you. Please write your questions/concerns down. It is really important that the commission ask really good questions from the providers, because it gives us all a better feeling of the capacity of the agency and what they are all about. In addition, the commission, as citizens, is similar to the City Council and it is important to the council that as a citizen you make informed decisions in funding. Commissioner Bilsens asked what the commission's role is in terms of answering the budget that they agree with staff and their methodology. Mr. Bethel said yes, in terms of the fourth question of the CDBG scoring sheet.

Commissioner Bitenc asked if staff could identify the similarities that they need to look at. Mr. Bethel said that they haven't done that specifically for all the agencies – it is not realistic. This question is not intended to be a performance measure, but to determine the x amount of people in the activity relative to the funding.

Commissioner Bitenc said that for most of the requests, our answer will be unknown and Commissioner Bilsens asked if that was the intent or are there things the commission should be looking for specifically, knowing we can't do a more deep analysis. Mr. Bethel said that, before the presentations, staff could fill in the last question related to agency capacity.

Commissioner Bachmann asked if it was possible for staff to make a suggestion for the last question. Mr. Bethel said absolutely and suggested that the staff score the last question and then the commission put in the score they feel is warranted.

Commissioner Resnick asked if last year's allocations have any import on this year's recommendation. Mr. Bethel said that when staff sits down, they consider the agency's performance based on the funds they were awarded. Mr. Bethel referred to the "Comments" section of the blue Evaluation Sheets. Commissioner Resnick asked if last year's allocations were benchmarks. Mr. Bethel said, yes, based on what they received, staff looks at what has been done by the agency. It is easier to do that for CDBG, but for Scottsdale Cares, staff doesn't know, and as this is the first year they are handling contracts, it is different.

Commissioner Bitenc asked, based on the scoring questions, we can only make our decision based upon the information we have in the application, correct? Mr. Bethel said yes, some

agencies did a good job of giving us detailed information and others did not, and that could be a good question for those agencies.

Chairwoman Fausel asked, when they are evaluating the viability of other funding sources, does the funding have to be specific to Scottsdale? Mr. Bethel said, no the funding sources may be throughout the valley and Ms. James added that they are looking for stability in the agencies.

Commissioner Bachmann asked either during the presentations or afterwards, can the commission talk amongst themselves? Mr. Bethel said that it is a public presentation with 30 presenters, so it is an issue of time. Commissioner Bachmann asked if it would be inappropriate for a commissioner to bring up points. Mr. Bethel said no, but there would need to be a slowing down of presentations, perhaps we could look at the chairwoman to determine if there are questions.

Commissioner Bilsens stated that she didn't know if that discussion is appropriate because we could discuss for long time. Ms. James said that the commission will have breaks and can discuss then, but if commission has specific questions, they can ask them. Mr. Bethel said that if commission takes many notes, more in depth discussion could occur at the February 20 meeting when the commission actually deliberates funding allocations. At that meeting, all the agencies will be presented, with the staff and commission scores, so that we can see the entire picture.

Commission Bilsens asked if the score sheets could be kept through to the February 20 meeting. Mr. Bethel said that they can give them back, but they need the initial scores to steer their recommendations. Commissioner Bilsens asked how would staff propose handling an item that commission might not have enough data to complete a score. Mr. Bethel said that they will provide the score from staff before presentations and commission is free to change the number if they like.

Commissioner Bilsens asked if, during the presentation, she could turn to staff and ask a question. Mr. Bethel said that the information regarding the questions is in the applications. If the final question on the scoring sheet is too confusing, they can take the question out.

Commissioner Bilsens said that the scoring sheet is a good starting point, and since our intent is to have a good scoring system, we should view this year as a test, work with it, and alter for next year.

Commissioner Bitenc suggested having one or two meetings before the presentations to go through the paperwork. Mr. Bethel suggested a separate sub-committee. Commissioner Bilsens indicated that staff has already thoroughly gone through the applications, so a sub-committee or additional meetings are not necessary, because staff is presenting anything that doesn't meet the criteria, but we need to give some type of input that is valid and measurable, so the scoring sheet is a starting point.

Mr. Bethel clarified the discussion: 1) Staff will get a summary sheet for the 5-year plan and add the summary sheet of the consolidated plan from HUD 2) The last question related to capacity will be scored by staff and provided to commission prior to the presentations 3) Each commissioner will have scoring sheets with their name on them, the agency's name and specific project with question five answered.

Commissioner Bilsens clarified that the second question is a yes or no answer and that staff recommends 20 for high or 10 for medium or 0 for nothing, and in that case we aren't wasting time, but the questions that are more subjective could take more time. The scoring sheet gives us a great direction and when we come back on February 20, we can discuss it more in depth. Commissioner Bitenc asked if the agencies have any appeal process. Ms. James said that the appeal process is that an agency can go to the city council when staff presents and say we want more money, it is then up to the council to decide.

Chairwoman Fausel asked if an agency has a question, they would call Ms. James or her staff and she or staff handles it. Ms. James said yes.

John Larrivee, Human Services Planner, reviewed the Endowment Program. This is the first year we will be handling it and used to be handled by the Endowment Board, which was disbanded last year.

Commissioner Resnick was confused about the actual amount in the fund and the amount available to allocate. Mr. Larrivee said that they allocate the interest only.

Chairwoman Fausel asked about the questions asked the Foundation of Senior Living and Mr. Larrivee said that the agencies will be responding to the questions and their written responses will be given to commission when they give their presentation.

APPOINTMENT OF HUMAN SERVICES COMMISSIONER TO PARTICIPATE IN THE HOME REQUEST FROM THE HOUSING BOARD

Connie James, Human Services Director, asked Mark Bethel to brief the Commission on the request from the Housing Board to appoint a Human Services Commissioner to participate on the HOME application hearing on February 11, 2003.

Commissioner Coudroglou agreed to serve as the Human Services Commission representative at the Housing Board hearings for HOME funds. Mr. Bethel said that he would contact Commissioner Coudroglou with all the information. Vice-chair Bachmann said that he would serve as a backup, should Commissioner Coudroglou have any scheduling difficulties.

CITY OF SCOTTSDALE SECTION 8 PROGRAM

Mark Bethel, Community Assistance Manager, provided an update of the City of Scottsdale Housing Agency, which administers the Tenant-Based Housing Choice Vouchers issued by the U.S. Department of Housing and Urban Development. Tenant-based vouchers increase affordable housing choices for very low-income families. Families with a tenant-based voucher choose and lease safe, decent and affordable privately owned rental housing.

CITY OF SCOTTSDALE FAMILY SELF-SUFFICIENCY PROGRAM

Sharon Light-Stephenson, Human Services Coordinator, provided an update of the Family Self-Sufficiency Program and the status of participants. Family Self-Sufficiency (FSS) is a HUD program that encourages communities to develop local strategies to help assisted families obtain employment that will lead to economic independence and self-sufficiency. The Scottsdale Housing Agency works with welfare agencies, schools, businesses and other local

partners to develop a comprehensive program that gives participating FSS family members the skills and experience to enable them to obtain employment that pays a living wage.

STAFF AND COMMISSION UPDATES (A.R.S. §38-431.02(K))

Connie James, Human Services Director, thanked Chairwoman Fausel for assisting with the taping of the Helping Hands program, which discussed the Ready to Learn program. Ms. James also discussed how the CEO of Boeing and Empire Southwest participated to explain why the program is important for the business community. Ms. James then thanked the Commission for their commitment to the funding process.

OPEN CALL TO THE PUBLIC (A.R.S. §38-431.02)

Chairwoman Fausel made the open call to the public for items from the floor. There were none.

ADJOURNMENT

With no further business to be brought before the Commission, Commissioner Coudroglou moved to adjourn the meeting and Commissioner Bitenc seconded. Chairwoman Fausel adjourned the meeting at 7:20 PM.

Respectfully submitted by Mary Beth Bossert, Recording Secretary.

Meets established criteria.

Connie James, Director
Human Services